

# Application for Development of a Subdivision

Billings County Courthouse • Billings County Zoning Inspector/County Planner  
PO Box 247 • 495 4th Street, Medora, ND 58645  
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## Subdivision Review Requested

Date: \_\_\_\_\_ Number of Lots Created: \_\_\_\_\_ Total Acreage of Site: \_\_\_\_\_

Sec/Twp/Rng: \_\_\_\_\_ Legal Description: \_\_\_\_\_

Type of Application: ☐ Major Subdivision ☐ Minor Subdivision ☐ Other: \_\_\_\_\_

The following items are required to accompany this application form:

- ☐ Four (4) 24 x 36-inch prints of the preliminary plat prepared in accordance with the requirements of the Billings County Subdivision Ordinance.
- ☐ Twelve (12) copies of the preliminary plat reduced to 11 x 17 inches.
- ☐ Copy of existing deed of the property.
- ☐ One (1) electronic CAD & PDF file.
- ☐ Application fee of \$ 200.00 pd by \_\_\_\_\_.

Proposed Subdivision Name: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Daytime  
Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_

Fax: ( ) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

Project Engineer/Surveyor: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Daytime  
Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_

Fax: ( ) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_ Zoning Change Requested: \_\_\_\_\_

Proposed ownership and maintenance responsibility of the subdivision: ☐ Public ☐ Private

Roads: ☐ Public ☐ Private ☐ Paved ☐ Gravel ☐ Scoria

Storm Sewer: ☐ Ditches ☐ Storm Sewer System

Water Supply: ☐ Private Wells ☐ Shared Wells ☐ Rural Water ☐ Public Water

Waste Water Treatment: ☐ On-Site Septic ☐ Public Waste Water Treatment System

Frontage on Public Street:    ☐ Yes    ☐ No

If yes, list public street(s): \_\_\_\_\_

If no, frontage on proposed new street? \_\_\_\_\_

Easements, Deed Restrictions, or other Encumbrances on the Property: \_\_\_\_\_

Record Owner(s): \_\_\_\_\_  
(if different from applicant)

Address: \_\_\_\_\_

Daytime  
Phone:    (    ) \_\_\_\_\_ - \_\_\_\_\_

Fax:        (    ) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_  
(to whom correspondence is to be sent, if different from applicant)

Address: \_\_\_\_\_

Daytime  
Phone:    (    ) \_\_\_\_\_ - \_\_\_\_\_

Fax:        (    ) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

Names and Addresses of All Abutting Property Owners: (use additional page if necessary)


By my signature below, I am certifying the above information is true and that I understand a subdivision fee must be paid prior to the submission for Planning Commission Review.

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

County Zoning Inspector/Planner Recommendations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Preliminary Plat Review by Zoning Board: Public Hearing Date: \_\_\_\_\_

Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Application Fee Paid \$ \_\_\_\_\_ Date: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

Cash Payment in Lieu of Land Dedication: ☐ Yes, see fee schedule below ☐ No

\$400/Residential Lot X \_\_\_\_\_ Lots = \$ \_\_\_\_\_ Date: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

Signature of County Zoning Inspector: \_\_\_\_\_

### **SUBDIVISION APPLICATION PROCEDURES**

1. Prior to submitting this form, an Applicant must determine the applicable zoning requirements, prepare an area sketch of the proposed subdivision, and meet with the County Planner to discuss the appropriate procedure for approval of the proposed subdivision.
2. After meeting with the County Planner, an Applicant must submit a complete application form, along with the required application fee, and a preliminary plat of the proposed subdivision which meets the requirements of the Billings County Subdivision Ordinance.
3. The County Planner will review the application and preliminary plat, and forward both, along with his/her recommendations, to the Zoning and Planning Board.
4. The Zoning and Planning Board will review the application and preliminary plat and either disapprove the plat, approve the plat, or approve the plat with conditions.
5. Within six months of preliminary plat approval, an Applicant must submit a final plat incorporating all conditions imposed by the Zoning and Planning Board.
6. Following notice and public hearing, the Zoning and Planning Commission will forward the final plat, along with its recommendations, to the Board of Commissioners.
7. The Board of Commissioners is the final decision maker as to whether a subdivision is approved or disapproved. If the Board of Commissioners approves the subdivision, the final plat and documentation required by the Subdivision Ordinance must be recorded within thirty days.

# Subdivision Preliminary Plat Checklist

## Billings County Subdivision Ordinance 3.3

		YES	NO	NA
3.3.1	Proposed Name of Subdivision			
3.3.2	Date of Submittal			
3.3.3	Location by Section, Township, Range			
3.3.4	North Directional Indicator			
3.3.5	Name & Address:			
	Developer			
	Owners			
	Lien Holders			
	Survey/Engineer			
	Designer			
3.3.7	Total Acreage			
3.3.8	Boundary Line of Proposed Subdivision, Approximately to scale			
3.3.9	Boundary Lines and owners names of adjacent properties between the proposed subdivision and the nearest existing streets, but not less than 300 feet beyond the proposed subdivision.			
3.3.10	Zoning & Subdivision names or designations of adjacent properties			
3.3.11	Approximate Acreage of Each Individual Lot			
3.3.12	Lot Lines			
	Lot Numbers			
	Block Number			
	Any Outlots consecutively labeled starting with the letter A			
3.3.13	Lot and Block dimensions to the nearest hundredth of a foot with curves dimensioned as central angles, radii and arc distances			
3.3.14	Minimum Building Setback Lines			
3.3.15	A Draft of All Restrictive Covenants			
3.3.16	Street Name, highway and major thoroughfare names, locations, surfacing and right-of-way and surface widths			
3.3.17	Any Railroad names, right-of-way widths and locations			
3.3.18	Location and widths of easements and easement functions such as drainage, sewage, public utilities or other			
3.3.19	Location, type (above or below ground) and size of all electric power lines, telephone lines, gas lines, water and sewer mains and other public or private utilities			
3.3.20	Location and approximate sizes of any sidewalks, curbs, or gutters			
3.3.21	Location, size and type of all principle structures, including, but not limited to, buildings, concrete slabs, power line poles or structures, utility boxes, and fences			
3.3.22	Topographic contours as a two-foot interval or a maximum interval or five feet if the later is acceptable to the reviewing authority.			
3.3.23	Location and extent of problem soil types and results of all percolation tests sites, if required.			
3.3.24	Location, size and depth and quality of all shallow and/or deep wells			
3.3.25	Any lands to be reserved or dedicated for parks or public uses			
3.3.26	All streams, water courses and drainage basins and designation of areas which are subject to inundation or stream water over flow and designation of areas determined to be within a 100 year floodplain for all water courses passing through the proposed subdivision.			
3.3.27	Where access to any lot is proposed to be accomplished by private easement as opposed to dedicated street, the Applicant shall also indicate the location and dimensions thereof, and shall submit a draft of the proposed instrument creating the easement. Generally, private access easements are to be discouraged, and access shall generally be created by and through public dedications.			
Subdivision:				

## Subdivision Final Plat Checklist

### Billings County Subdivision Ordinance 3.4-3.5.8

		YES	NO	NA
3.4.1	Primary control points, approved by the County Engineer, or descriptions and "ties" to such control points, to which all dimensions, angles, bearings, and similar data on the plat are referred.			
3.4.2	The subdivision boundary line, based on an actual survey. Where a river, stream, creek, lake or pond constitutes a boundary line, a survey line approximately paralleling the water surface shall be shown with bearings or angles and distances between angle points. The angle points shall be shown in relation to the water surface as well as a point every 200 feet on a parallel line shown in relation to the water surface. The survey line shall be shown as a dashed line.			
3.4.3	All centerlines of streets or other public right-of-way shall be dimensioned with distances and bearings between points of intersection or between a point of intersection and a point of curvature.			
3.4.4	All existing and proposed street cross-sections, grades and profiles.			
3.4.5	Where access to any lot is proposed to be accomplished by private easement as opposed to dedicated street, the Applicant shall also indicate the location and dimensions thereof, and shall submit a draft of the proposed instrument creating the easement, including any recommended modifications to same by the Planning and Zoning Board. Generally private easements are to be discouraged, and access shall generally be created by and through public dedications.			
3.4.6	Public and private utility plans and profiles.			

#### 3.5 Documentation to Accompany Final Plat. The following documents must accompany the final plat:

3.5.1	A notarized surveyor's certificate by a surveyor properly licensed acknowledging the plat as a correct representation of a survey and that all distances are correct and monuments placed as shown.			
3.5.2	A notarized owner's certificate acknowledging ownership or power of attorney to ownership and dedication of all public lands and easements and private easements, if applicable and approved.			
3.5.3	Approval from for the Planning and Zoning Board			
3.5.4	Approval form for the County Board			
3.5.6	A title opinion stating the name of all holders of an interest in the surface interests of the affected land.			
3.5.7	Certification that there are no outstanding taxes or encumbrances on any properties within the subdivision.			
3.5.8	Any other documentation required by the County Planner or Planning and Zoning Board:			
	1.			
	2.			
	3.			
	4.			
	5.			

<b>Subdivision:</b>		
<b>Plat Approval by Zoning: Preliminary:</b> _____ <b>Final:</b> _____		
<b>Final Plat Approval:</b> _____	<b>Recorded on:</b> _____	<b>Document No:</b> _____